

STAGE 4 CONTRACT EXECUTION AND READINESS SCORECARD

Overview: The follow questions are used by the California Department of Technology to review for approval of the Stage 4 Contract Execution and Readiness

PRIMARY SOLICITATION RESULTS TAB

1. Is there an awardee identified?
2. Does the Contract Amount correspond with the amount identified in the FAWs?
3. Does the contract timeline correlate to tasks within the baseline schedule?
4. Does the contract timeline correlate to fiscal year disbursements as identified in the FAWs?

ANCILLARY SOLICITATION STATUS

1. Are there statuses for all services identified?
2. Does the Contract Amount(s) correspond with the amount identified in the FAWs?
3. Does the contract timeline(s) correlate to tasks within the baseline schedule?
4. Does the contract timeline(s) correlate to fiscal year disbursements as identified in the FAWs?
5. Do the ancillary contracts executed align to when the resources will be required in the project?
6. Do the contract amounts align to the amounts listed in the FAWs for the Alt 1?
7. Does the list of ancillary contracts align to all the contracted needs identified during guided development?

COST BASELINE TAB

1. Does the tab values align to the FAWs?
2. Does the FAWs resources align to the project organization chart?
3. Do the resources and activities identified in the project schedule align to the costs per Fiscal Year identified in the FAWs?

4. Does the BCP amounts align to the FAWs?

CONTRACT MANAGEMENT

1. Can the proposed contract manager's knowledge, skills, and abilities be validated for the management for the complexity of the contracts for this project? If not, what is the plan to gain the skills and resources to manage these contracts?
2. Does the proposed rework plan align with best practices for contract management?

STAGE 4 PRELIMINARY ASSESSEMENT

1. Do the roles and responsibilities identified in the project management plans align with the project organization chart?
2. Does the governance structure clearly identify escalation paths?
3. Does the governance structure, stakeholder management plan and communication management plan reflect stakeholder engagement throughout the life of the project?
4. Does the FAWs align with any proposed funding requests received to date?

CONDITIONS

1. Can the completion of in PAL conditions be validated?

ORGANIZATION AND PROJECT READINESS

1. Does the project schedule and plans reflect the appropriate testing strategies for this type of project?
2. Does the Stage 1 business analysis identification of project stakeholders and business programs align to the stakeholder management plan?
3. Is there a clear alignment between the planned releases/functionality to be developed as indicated in the proposed RFO or roadmap to indicate that business needs are likely to be met by the project?
4. Does the organization change management activities address programmatic, technical and stakeholder transitions?
5. Are the resources dedicated to organization change management sufficient to perform all required transitional activities?

6. Do the resources assigned for business process reengineering have the skills required to perform these activities?

MANAGEMENT PLAN UPDATE

1. Does the project management plans contain best practices for the development approach planned for the project? (i.e. waterfall versus Agile?)
2. Do the plans reflect a governance structure that separate roles and responsibilities for key decision making?
3. Does the risk registry address detailed risks related to the immediate phase and sufficient detail on risks in future phases?
4. Does the risk registry identify risk owners, impacts, probabilities?
5. Are the roles and responsibilities in the project management plans clearly identified?

PROJECT READINESS

1. Does the project approach align to the project plans submitted for this project? Do the plans reflect a governance structure that separate roles and responsibilities for key decision making?
2. Does the project approach reflect any internal lessons learned on similar styles of projects completed by the agency?
3. Validate that the service request has been received by CDT.
4. Validate that PAO has assigned an oversight manager for the initiative.
5. If the project is using a system integrator contractor, validate the updated requirements to the contract for alignment.
6. Do the updated business requirements align to the business needs and objectives identified in Stage 1?
7. Is the project schedule inclusive of activities that would address all requirements?
8. Does the uploaded schedule align to the dates identified within the system?
9. Do the reasons for differences in the schedule reflect known activities from guided development and planning decisions?

REQUIREMENTS BASELINE

1. The requirements baseline aligns to the requirements identified in the final solicitation.
2. The requirements trace back to the objectives for the project.

SCHEDULE BASELINE

1. Does the schedule have timelines that align to deliverables or milestones identified in the contract?
2. Does the schedule contain identified resources for tasks?
3. Are the timeframes for milestones/phases in alignment with any roadmaps provided?
4. Do the resources identified in the schedule align to roles identified in the project organization chart and project management plans?
5. Are the responsible resources assigned appropriately to tasks (i.e. technical for technical tasks/program to programmatic tasks)?
6. Are resources “right sized” within the schedule (i.e. resources are not overloaded)?
7. Task completion timelines are reasonable given the complexity and resources assigned to the tasks?
8. Milestones and deliverables are identifiable in the schedule.
9. The schedule is designed commensurate to the project organization methodology chosen (i.e. waterfall/agile/spiral).